

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Superintendent Search Process Committee
Tuesday, June 2, 2020
10:00 AM***

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Open Meeting

You are invited to a Zoom webinar.

When: Jun 2, 2020 10:00 AM Eastern Time (US and Canada)

Topic: Superintendent Search Process Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_xf3B3imuQLSlswdra_EVGg

After registering, you will receive a confirmation email containing information about joining the webinar.

Remote Meeting-Confirm member access

Public Comment

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 9 a.m. Tuesday, June 2, 2020.

Approval of Minutes, May 22, 2020

Planning for Stakeholder Input and the Development of Promotional Materials

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Paul Schlichtman, Chair

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

Summary:

Conducted by Remote Participation

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Town of Arlington, Massachusetts

Remote Meeting-Confirm member access

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote Meeting script

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- **I/the Chair,** will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]



Town of Arlington, Massachusetts

Public Comment

Summary:

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 9 a.m. Tuesday, June 2, 2020.



Town of Arlington, Massachusetts

Approval of Minutes, May 22, 2020

ATTACHMENTS:

Type	File Name	Description
▯ Minutes	seach_committee_052220.pdf	Supt Search minutes 05 22 2020

Arlington School Committee
Standing Subcommittee: Superintendent Search Process Committee
Friday, May 22, 2020
10:00 a.m.

Meeting conducted by remote participation.
The meeting was recorded.

Draft Minutes

The meeting was called to order at 10:05 a.m.

A roll call was taken to establish remote presence in the meeting

Paul Schlichtman, chair

Kirsi Allison Ampe, member

Jennifer Susse, member

Also present:

Leonard Kardon, Chair, Arlington School Committee

William Hayner, Member, Arlington School Committee

Glenn Koocher, Executive Director, Massachusetts Association of School Committees

Kathleen Kelly, Field Director, Massachusetts Association of School Committees

Jenifer Handy, Communications Director, Massachusetts Association of School Committees

Public Comment:

No public comment was submitted.

Approval of minutes May 6, 2020

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to approve the minutes of May 6, 2020. Roll Call: Allison-Ampe, Yes; Susse, Yes; Schlichtman, Yes. (3-0)

Approval of minutes January 15, 2020

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to approve the minutes of January 15, 2020. Roll Call: Allison-Ampe, Yes; Susse, Yes; Schlichtman, Yes. (3-0)

Financial terms of a potential consulting agreement with the Massachusetts Association of School Committees

Mr. Koocher described the financial bid from the Massachusetts Association of School Committees (MASC). He said MASC proposed a cost to the district of \$10,500 plus expenses. He said the travel expenses for MASC will be minimal, as we will begin using Zoom, and Ms. Kelly and Mr. Koocher live in Cambridge. The district would also be responsible for advertising expenses and postage. MASC can handle printing in-house, but the district would be responsible for any printing expenses for brochures or materials that are not printed in house or by MASC.

Dr. Susse asked about travel expenses for candidates. Mr. Koocher responded that candidates pay their own expenses to the first round interviews, and candidates from a distance can exercise an option to interview remotely.

Dr. Allison-Ampe asked about travel expenses for finalists, and Mr. Koocher said the district might want to reimburse candidates from out-of-state.

Overview of the search process and next steps, including remote focus groups and surveys

Mr. Koocher discussed the first steps in the process. He said the two things we should start now are the development of a district profile, and to conduct surveys and focus groups.

The focus groups will center around what stakeholders want to see in a new superintendent. Interviews would also be conducted 1:1 with people who need to be met with directly.

Mr. Koocher said MASC uses an online survey, which can be customized for Arlington.

Mr. Koocher said priorities unique to Arlington would be incorporated into the promotional materials. Findings would also be compiled in a report to the school committee.

Dr. Susse said that Arlington has a high level of civic engagement, and the focus groups are important. Mr. Koocher said MASC would conduct the number of focus groups Arlington requests, and will work to bring in stakeholders identified by the school committee.

Dr. Allison-Ampe said the promotional materials should be prepared after the focus groups. Mr. Schlichtman said there are components that can be prepared now, primarily demographic data and the overall structure of the materials.

Mr. Hayner asked about including a salary range in the promotional materials. He asked what kind of applicant pool we would expect. Mr. Koocher said Arlington is perceived as a favorable town. The school committee has a good relationship with the superintendent, who is retiring. He said we should expect an applicant pool of about 30 qualified candidates, and we would probably find about a dozen who are worth serious consideration.

Mr. Koocher said the salary range needs to be higher if we are looking to entice a sitting superintendent from another district. Aspiring superintendents are less fussy. If there is a strong internal candidate, that would be a limiting factor for potential applicants. Mr. Koocher stressed that Arlington is a desirable district, and said Bedford just hired its new superintendent at \$210,000. He said that other elements of a compensation package would be a consideration for candidates. We could indicate a willingness to be

competitive by stating on the promotional materials that a competitive compensation package is negotiable.

Mr. Schlichtman noted that we should start as soon as possible with staff interviews and focus groups, as they will not be as readily available after the conclusion of the school year. Dr. Allison-Ampe asked about how MASC would gather data from staff. Mr. Koocher said it is critical that staff members are free to comment without their supervisor in the meeting. Teachers should be separate from principals, central office staff should be separate from senior leaders.

Mr. Koocher said the focus groups should be on the district's Zoom account, as the district needs to keep legal possession of the proceedings. Mr. Koocher said school committee members are also welcome to participate in developing the district profile.

Mr. Koocher described the considerations for establishing a search committee to conduct the first round screening of candidates. He said he will provide a model search committee (appended to the minutes). He said 11-13 people is ideal; some districts have a larger committee. He said Bedford had a 19 member committee, but noted that larger committees have more difficulty in scheduling meetings that all can attend.

Mr. Koocher stressed the importance of having school committee members on the search committee, to ensure the process proceeds in a manner acceptable to the committee. He said the police chief is often a very good person to have on the committee.

Mr. Schlichtman said he would recommend approval of a contract at the May 28 school committee meeting.

Mr. Koocher said the next step would be to meet with the search process committee to plan the focus groups. Mr. Koocher said the search process committee should receive suggestions from the full committee for constituencies that should be included in the focus groups. Additional focus groups can be added as the process goes forward, ensuring that everyone who wants to participate can be involved in the process. He said we should meet as soon as possible after the next school committee meeting to move forward. Mr. Schlichtman said he would look to schedule a subcommittee meeting as soon as possible after the meeting.

Adjourn

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to adjourn at 10:57 a.m.. Roll Call: Allison-Ampe, Yes; Susse, Yes; Schlichtman, Yes. (3-0)

ARLINGTON SUPERINTENDENT SEARCH PROCESS POSSIBLE TIMELINE AND MODEL SEARCH COMMITTEE

This timeline provides a longer-than-normal period for accepting applications in order to allow for the inevitable unpredictability of school start up in an era of COVID-19. The process can be sped up by shortening this process subject to the discretion of the school committee.

Early June Initial Focus Groups Scheduled

June 8 Approved Survey Goes Up – Available to Community

Between June 8-19 Focus Groups with Faculty and Community

June 19-26 Additional Focus Groups

By July 6 Focus Group and Survey Summary Reports Prepared for School Committee. Survey remains open for subsequent survey takers through September. Updates provided as needed.

By July 24 Selection of Decision Criteria and Critical Skills/ Promotional Materials Developed
Compensation Package Approved
Announcement of Vacancy is Posted.

Week of August 10 All Materials/Advertisements Approved and Distributed. Applications are available for prospective candidates.

Week of August 24 Announcement of Vacancy with Materials Distributed Electronically to Recruiting List and other Potential Candidates and Referrals

Week of September 7 Reminder Notice (Post Labor Day) of Vacancy and Promotional Materials Disseminated Electronically.
Search Committee is appointed.

September 14, 2020 Search Committee Orientation. (Search Committee members should be required to be available on this date as a condition of membership.)

October 16, 2020 Friday, 3:00 p.m. Application Deadline. Completed applications are shared with search committee.

Week of October 19 Search Committee Selects Candidates. Question Preparation is Finalized.

Oct. 26-Nov. 9 Interviews Conducted and Finalists Identified. (This leaves 10 weekdays and two Saturdays for potential interviews. Search Committee members should be prepared to keep these dates free.

Week of November 9 School Committee Receives Candidate Recommendations

November 9-20 Finalist Interviews, Candidate Visits to Arlington, and School Committee Reference visits to Sending Districts.

Week of November 30 Decision Made.

MODEL SEARCH COMMITTEE (First round screening)

1. Chair (School Committee Member)
2. Second School Committee Member
3. Third School Committee Member
4. Parent – Elementary
5. Parent – Middle
6. Parent – High School
7. Educator – Elementary
8. Educator – Middle
9. Educator – High School
10. Principal
11. Central Office Administrator
12. Citizens at Large (Parent or Other – may include special interest such as SPED or ELL)
13. Citizen at Large (Parent or Other – may include special interest such as SPED or ELL)

NOTE: It is important to ensure that the educators are well represented but do not outnumber the parents and community members. It is possible that a larger committee would be appointed if required to satisfy local preferences.



Town of Arlington, Massachusetts

Planning for Stakeholder Input and the Development of Promotional Materials

Summary:



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Submitted by Paul Schlichtman, Chair